



MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to the City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City, and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

ABOUT CITY ATTORNEY

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation and Prosecution, with ten staff attorneys, besides the City Attorney, one paralegal, one administrator and support staff members.

OBJECTIVES

- Operate a highly ethical, efficient and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

CHANGES FROM PRIOR YEAR

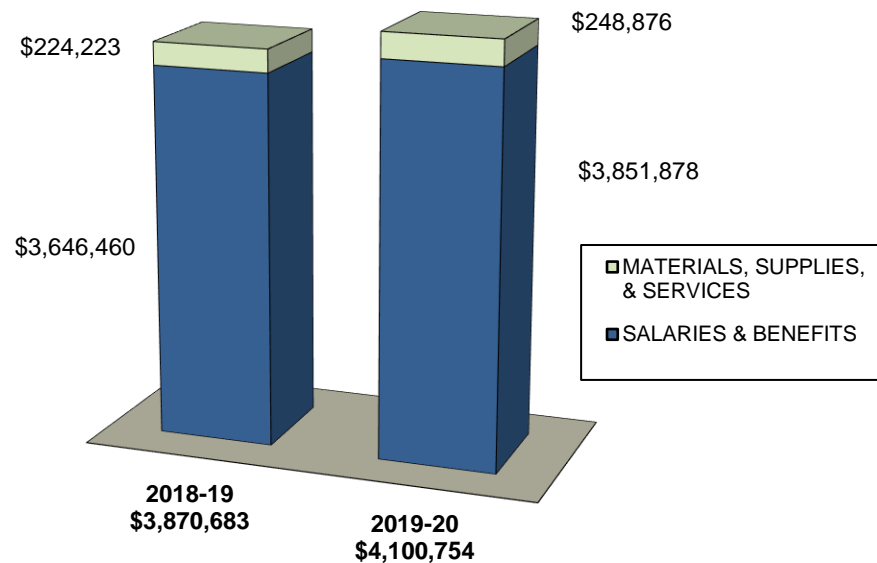
As part of a cost neutral reorganization, three positions in the City Attorney's Office are being upgraded and a clerical position is being eliminated. A Deputy City Attorney position will be elevated to an Assistant City Attorney, but will be underfilled with a Deputy City Attorney. This allows for future advancement through the staff attorney series. The Law Office Administrator position will be changed to a Senior Administrative Analyst in recognition of the higher level responsibilities and job duties of this position as it has evolved over time. Lastly, the Office wishes to reinstate the position of Chief Assistant City Attorney by upgrading a Senior Assistant City Attorney position. As in the past, the Chief Assistant will help with administration of the office and serves as the City Attorney's number two. The Office FTEs are being decreased by one with this reorganization while the number of attorney positions remains the same. An increase to the training budget ensures all staff have an opportunity to attend training courses relevant to their areas of practice and attorneys remain Continuing Legal Education (CLE) compliant.

DEPARTMENT SUMMARY

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	19.000	19.000	18.000	(1.000)
Salaries & Benefits	\$ 3,469,734	\$ 3,646,460	\$ 3,851,878	\$ 205,418
Materials, Supplies & Services	159,428	224,223	248,876	24,653
TOTAL	\$ 3,629,162	\$ 3,870,683	\$ 4,100,754	\$ 230,071



DEPARTMENT SUMMARY



2018-19 WORK PROGRAM HIGHLIGHTS

- Received court order and City collection of over \$47,000 in restitution for victims.
- Supported a well-informed workforce by providing training programs on topics such as Everyday Ethics, Brown Act, Deposition and Trial Preparation, Discipline Process Training; Conducting Investigations; Police Internal Training; Mandated Reporting of the Child Abuse and Neglect Reporting Act (CANRA); and Preventing Workplace Discrimination, Harassment, and Retaliation Training for Supervisors/Managers.

2019-20 WORK PROGRAM GOALS

- Continue to consult with City departments and make recommendations for liability prevention based on claims received by the City Attorney's Office.
- Support a well-informed workforce by continuously providing training programs such as Ethics, PSA Training, Brown Act, Police Internal Training, Workplace Harassment Prevention, Mandated Reporting and New Supervisor Trainings.
- Work with the City Clerk's Office to set up formal Boards and Commissions training; also promote and update, as needed, the Brown Act presentation.
- In cooperation with the Police Department and Code Enforcement, support and enforce Tobacco Grant measures.
- Identify ways to streamline purchasing/contracting by creating template agreements for citywide use, providing training, and complete Purchasing Code update.
- Work cooperatively with Community Development to adopt and support measures promoting housing by developing/updating/drafting relevant ordinances and policies.

Departmental Services and Administration Division

001.CA01A



The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal advice addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as land use, real estate, personnel, purchasing and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office and provides ongoing in-service training to City staff, as well as elected and appointed officials.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	9.600	9.600	8.600	(1.000)
60001.0000 Salaries & Wages	\$ 1,355,194	\$ 1,394,391	\$ 1,446,818	\$ 52,427
60012.0000 Fringe Benefits	153,832	203,230	191,691	(11,539)
60012.1008 Fringe Benefits:Retiree Benefits	6,226	6,221	7,454	1,233
60012.1509 Fringe Benefits:Employer Paid PERS	109,464	123,585	140,168	16,583
60012.1528 Fringe Benefits:Workers Comp	18,262	21,354	16,562	(4,792)
60012.1531 Fringe Benefits:PERS UAL	190,536	234,042	270,510	36,468
60022.0000 Car Allowance	4,080	4,488	4,488	
60027.0000 Payroll Taxes Non-Safety	16,673	20,219	20,979	760
60031.0000 Payroll Adjustments	20,376	-	-	
Salaries & Benefits	1,874,644	2,007,530	2,098,670	91,140
62220.0000 Insurance	\$ 42,013	\$ 30,229	\$ 25,399	\$ (4,830)
62300.0000 Special Dept Supplies	24	109	109	
62310.0000 Office Supplies, Postage & Printing	7,609	8,107	8,033	(74)
62425.0000 Library Resource Materials	28,546	34,350	34,350	
62440.0000 Office Equip Maint & Repair	663	1,000	1,000	
62455.0000 Equipment Rental	7,944	12,017	12,017	
62470.0000 Fund 533 Office Equip Rental Rate	612	612	-	(612)
62485.0000 Fund 535 Communications Rental Rate	11,206	16,950	17,322	372
62496.0000 Fund 537 Computer System Rental	18,522	68,945	80,043	11,098
62700.0000 Memberships & Dues	5,890	6,500	6,500	
62710.0000 Travel	495	1,655	1,655	
62755.0000 Training	12,188	15,100	21,350	6,250
62895.0000 Miscellaneous Expenses	976	1,280	1,280	
Materials, Supplies & Services	136,689	196,854	209,058	12,204
Total Expenses	\$ 2,011,333	\$ 2,204,384	\$ 2,307,728	\$ 103,344

Litigation Division

001.CA02A



The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil rights or employment cases, as well as litigation concerning issues unique to public agencies. This Division also interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	4,300	4,300	4,300	
60001.0000 Salaries & Wages	\$ 534,587	\$ 543,184	\$ 555,996	\$ 12,812
60012.0000 Fringe Benefits	76,411	82,162	82,849	687
60012.1008 Fringe Benefits:Retiree Benefits	2,795	2,786	3,339	553
60012.1509 Fringe Benefits:Employer Paid PER	44,822	48,142	53,865	5,723
60012.1528 Fringe Benefits:Workers Comp	7,610	9,202	8,721	(481)
60012.1531 Fringe Benefits:PERS UAL	84,342	98,232	110,792	12,560
60022.0000 Car Allowance	480	-	-	
60027.0000 Payroll Taxes Non-Safety	5,482	7,876	8,062	186
Salaries & Benefits	756,529	791,584	823,624	32,040
62140.0000 Special Services	\$ 3,100	\$ 3,101	\$ 3,150	\$ 49
62496.0000 Fund 537 Computer System Rental	5,126	-	-	
Materials, Supplies & Services	8,225	3,101	3,150	49
Total Expenses	\$ 764,754	\$ 794,685	\$ 826,774	\$ 32,089

Prosecution Division

001.CA03A



The Prosecution Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file, on average, over 4,000 cases each year. Prosecution staff is also responsible, in conjunction with the Financial Services Department, for processing court-ordered restitution collected on behalf of victims and City Departments.

CHANGES FROM PRIOR YEAR

This year, one-time funds will be used to equip prosecutors with the City's OneDevice program to promote efficiency and move towards a paperless unit. The program will provide laptops to prosecutors with access to update cases in the current criminal case management system directly from the courtroom.

	EXPENDITURES FY2017-18	BUDGET FY2018-19	BUDGET FY2019-20	CHANGE FROM PRIOR YEAR
Staff Years	5.100	5.100	5.100	
60001.0000 Salaries & Wages	\$ 574,969	\$ 588,150	\$ 632,307	\$ 44,157
60012.0000 Fringe Benefits	96,216	94,419	95,802	1,383
60012.1008 Fringe Benefits:Retiree Benefits	3,315	3,305	3,960	655
60012.1509 Fringe Benefits:Employer Paid PERS	47,436	52,128	61,054	8,926
60012.1528 Fringe Benefits:Workers Comp	8,331	10,286	10,321	35
60012.1531 Fringe Benefits:PERS UAL	86,973	90,530	117,002	26,472
60022.0000 Car Allowance	240	-	-	
60027.0000 Payroll Taxes Non-Safety	8,345	8,528	9,138	610
60031.0000 Payroll Adjustments	12,738	-	-	
Salaries & Benefits	838,562	847,346	929,584	82,238
62060.0000 Prosecution Assistance	\$ 4,172	\$ 4,800	\$ 4,800	
62140.0000 Special Services	3,799	3,800	3,825	25
62300.0000 Special Dept Supplies	-	-	8,720	8,720
62496.0000 Fund 537 Computer System Rental	6,542	15,668	19,323	3,655
Materials, Supplies & Services	14,513	24,268	36,668	12,400
Total Expenses	\$ 853,075	\$ 871,614	\$ 966,252	\$ 94,638

CITY ATTORNEY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY2017-18	STAFF YEARS FY2018-19	STAFF YEARS FY2019-20	CHANGE FROM PRIOR YEAR
ADM ANALYST I (Z)	1.000	1.000	1.000	
ASST CTY ATTORNEY	0.000	0.000	1.000	1.000
CHIEF ASST CTY ATTORNEY	0.000	0.000	1.000	1.000
CLERICAL WKR	1.000	1.000	0.000	-1.000
CTY ATTORNEY	1.000	1.000	1.000	
DEP CTY ATTORNEY	1.000	1.000	0.000	-1.000
LAW OFFICE ADMSTR	1.000	1.000	0.000	-1.000
LEGAL SEC	4.000	4.000	4.000	
LITIGATION PARALEGAL	1.000	1.000	1.000	
SR ADM ANALYST (Z)	0.000	0.000	1.000	1.000
SR AST CTY ATTORNEY	9.000	9.000	8.000	-1.000
TOTAL STAFF YEARS	19.000	19.000	18.000	-1.000